

REQUIREMENTS FOR
SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE
Arizona Department of Education – Certification Unit

THE SUPERINTENDENT CERTIFICATE IS REQUIRED FOR SUPERINTENDENTS, ASSISTANT OR ASSOCIATE SUPERINTENDENTS, DISTRICT CHIEF EXECUTIVE OFFICERS REGARDLESS OF TITLE, AND OTHERS WITH SIMILAR DISTRICT-LEVEL ADMINISTRATIVE DUTIES. IN SCHOOL DISTRICTS WITH A STUDENT POPULATION OF FEWER THAN 600, A SUPERINTENDENT CERTIFICATE SHALL NOT BE REQUIRED UNTIL JUNE 30, 2005. ALL REQUIREMENTS FOR THE SUPERINTENDENT CERTIFICATE MUST BE MET. FEES ARE NOT REFUNDABLE. PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE CERTIFICATION DEPARTMENT OF ANY CHANGE OF ADDRESS WITHIN 30 DAYS. ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

➤ **SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 6 years and may be renewed.

Requirements for the Superintendent Certificate are:

1. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
 2. Sixty (60) graduate semester hours from an accredited institution. Official transcript(s) required.
 3. Option A or B:
 - Option A:
 1. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administration courses.
 2. **Three (3) years** of verified full-time teaching experience in grades Prekindergarten – 12. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.)
 3. A practicum as a superintendent or **two years** of verified full-time experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten – 12. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.)
 - Option B:
 4. A valid superintendent certificate from another state.
 4. A passing score on the **superintendent administrator** portion of the Arizona Educator Proficiency Assessment (AEPA).
 5. Verification of state approved Structured English Immersion (SEI) training. **Please see SEI requirements.** Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.
 6. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.
- NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement.*
7. Arizona Constitution (a college course or the appropriate examination).
 8. U.S. Constitution (a college course or the appropriate examination).